



**Master Plan Implementation Committee  
November 28, 2018  
6:00 p.m. – 7:00 p.m.  
Arlington Town Hall, Department of Planning and Community Development  
Meeting Minutes**

**Attendees:** Joe Barr, Mike Byrne Peter Howard, Ann LeRoy, Charlie Kalauskas, Jenny Raitt, Ralph Willmer, Erin Zwirko

**Meeting Minutes**

The Committee made some revisions to the meeting summaries from April 5 and June 27, 2018. Revisions included correcting the members who were present and minor edits. A description in the June 27 minutes regarding the tree inventory needed to be checked for accuracy.

On the minutes from April 5, 2018, Ralph made a motion to approve the meeting summary with the revisions. Charlie seconded. All voted in favor.

On the minutes from June 27, 2018, Ralph made a motion to approve the meeting summary with the revision. Joe seconded. All voted in favor.

**Mid-Year Report to Town Meeting**

Erin explained that the intention of the mid-year report from the MPIC is to give Town Meeting Members an overview of the activities for the past 6 months and what is expected for the 2019 Annual Town Meeting. Erin explained that the Department of Planning and Community Development (DPCD) would make the report available for Town Meeting Members at the December Special Town Meeting, but the MPIC is not expected to give an oral presentation during the meeting.

The MPIC members discussed the text of the report and offered revisions. As the members reviewed the report, Erin and Jenny provided updates of the subcommittees:

1. Zoning Bylaw Working Group: Working with Lisa Wise Consulting to prepare revisions to the sign regulations in the Zoning Bylaw. The consultant will be releasing a diagnosis and recommendations report in the next week for review by the Working Group, which meets on December 12, 2018. We expect to prepare zoning amendments for the 2019 Annual Town Meeting. The MPIC also discussed the other potential zoning amendments that would be presented to Annual Town Meeting.
2. Housing Plan Implementation Committee: The Housing Plan Implementation Committee is working toward zoning amendments around allowing multifamily uses by right in the higher density zoning districts. The DPCD staff is working



with the Metropolitan Area Planning Council to draft the recommendations and zoning text for the 2019 Annual Town Meeting.

3. Residential Study Group: The Residential Study Group has continued to meet to discuss the directive from the 2018 Annual Town Meeting. DPCD staff has prepared a report on replacement homes and provided recommendations related to that topic. The report will be presented to the Study Group on December 13, 2018, during their next meeting.
4. Mill Brook Study Group: The Mill Brook Study Group will be meeting before the end of the year to discuss the revised report and what are the actionable items. Additional town department representation has been added to the Study Group in order to advance those actionable items.

No other updates were discussed, and the Committee felt that the report was appropriate for getting Town Meeting Members prepared for the 2019 Annual Town Meeting.

### **Implementation Table**

Erin and Jenny updated the Committee about the Implementation Table. Some minor updates were made. The Committee discussed how to work with other departments on the action items that are identified as needs to be assigned or reassessed. The Committee also discussed how to prioritize these items, and noted that an item might be prioritized if there is funding made available. Overall, the Committee continues to feel that progress is being made.

### **Future Meeting Dates**

The Committee set their next meeting date for March 7, 2019 at 6 PM.